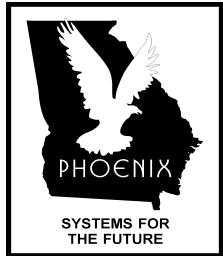State of Georgia

Phoenix Program

Reports/Queries

-

Phoenix End-User Training

REPORTS & QUERIES

PARTICIPANT GUIDE

Financials – Reports & Queries

Module Contents

Phoenix End-User Training

SECTION 1:
REPORTS AND DOCUMENT DIRECT

PARTICIPANT GUIDE

Section Contents

Reports and Document Direct

A. Introduction

Introduction to Reports and Document Direct

Welcome to the Introduction to Reports and Document Direct. This section contains the tools needed to learn the concepts and procedures involved in retrieving data and transferring it to an Excel spreadsheet.

Goal To have the skills and knowledge necessary to run SQR Reports and to use Document Direct to obtain data for use in an Excel spreadsheet.

Participant Objectives At the end of this module you will be able to:

1. Request an SQR report
2. Use Document Direct and run an SQR report to an Excel spreadsheet
3. Manipulate spreadsheet data
4. Create a Pivot Table

Prerequisites

1. Currently using at least one Phoenix module
2. Basic knowledge of Excel

B. Concepts

Read and discuss the following:

Document Direct: A graphical interface. The tool used to retrieve the stored information from InfoPac. The data can be displayed or printed at the user's discretion. Another option is sending the data to Excel for customized displays.

InfoPac: Report distribution system. Stores, sorts, and directs the data to the appropriate user.

SQR Reports: Are typically overnight, batch processed reports. Some SQR reports run nightly, "Dailies"; others must be specifically requested. These reports are stored in InfoPac and can be accessed from five days to six months after the initial report request. The length of time depends on the report itself and the agency making the request. Dailies are not requested by the user or if a report has "aged off" the system it will be necessary to call the help desk for retrieval.

Pivot Tables: A Pivot Table is an interactive table that quickly summarizes or cross tabulates large amounts of data. Rows or columns can be rotated for different summaries of source data. Filters can also be applied for displaying pages or details of areas of interest.

C. Exercises

Exercise 1 – SQR Reports and Document Direct

Scenario: The purpose of this exercise is to run the Combined Detail Report and view the data from Document Direct. You will then copy the data into an Excel spreadsheet. This report provides a comprehensive list of details from all modules. The combined detail reports may be requested using different criteria.
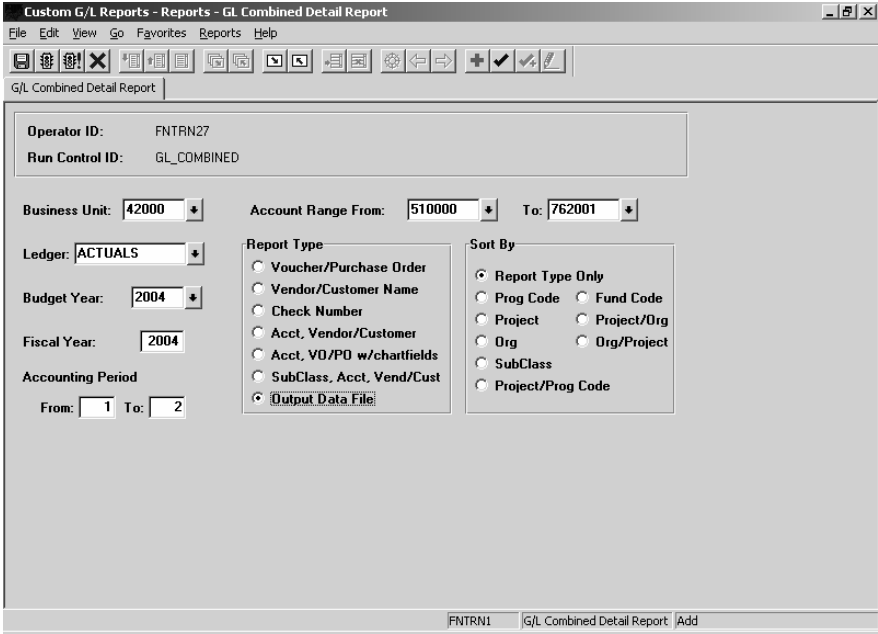
Note: **First check Document Direct to ensure that the required report does not already exist.**

Step 1	Select: Go➔Process Financial Information ➔Custom G/L Reports
Expected Results:	Custom G/L Reports panel displays.

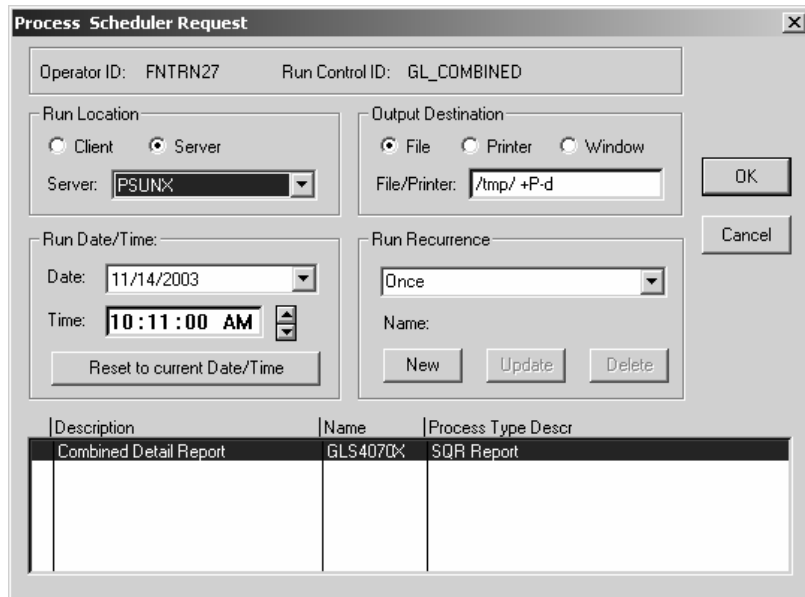| Step 2	Select: Reports➔G/L Combined Detail Report➔Add
Expected Results:	Run control dialog box displays.

Step 3	Enter the following: Run Control: **GL_COMBINED** **NOTE:** A unique Run Control ID should be created for each report. All caps should be used but no spaces or dashes are allowed. Underscores can be used. Click: OK
Expected Results:	The Custom G/L Reports – Reports – GL Combined Detail Report panel is displayed.

Exercise 1 (continued)

Step 4	Enter or select the following:
	Business Unit: **42000**
	Ledger: **ACTUALS**
	Fiscal Year: **Current Fiscal Year**
	Accounting Period: From**: 1** To**: 2**
	Account Range: From**: 510000** To**: 762001**
	Report Type: **Output Data File**
	Note: The Output Data File option does **not** request a printed report from document direct.
	If you want to see transactions that concern the current budget year, enter a budget year in the appropriate field.
	The fiscal year should always be the current fiscal year.
Expected Results:	Correct data displayed.

Exercise 1 (continued)

Step 5	Click: 🖫 to save your data. Click: 🚦 to run the report.
Expected Results:	The Process Scheduler window opens.

Step 6	Enter or select the following: Run Location: **Server** Server: **PSUNX** Output Destination: **File** Run Recurrence: **Once** **Note:** Process type is SQR Report Click: **OK**
Expected Results:	Report is requested to run in an overnight batch process.

Exercise 1 (continued)
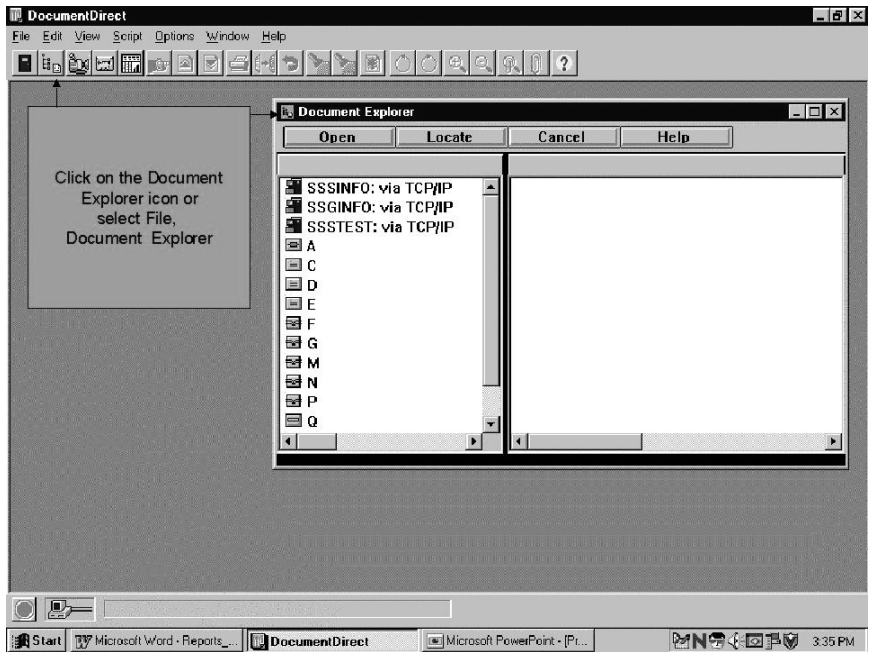
| Step 7	Check the Process Monitor to confirm the report ran successfully. (Normally, this report should indicate a Status of "Success." Because we are in the training database, the Status will indicate "Error". Another report has been run in another database for training purposes only.) Close the Process Monitor and return to the PeopleSoft panel. Close PeopleSoft.
Expected Results:	Report is run successfully.

Exercise completed.

Exercise 2 – Document Direct

Scenario: The purpose of this exercise is to view a GL Combined Detail Report in Document Direct.

Step 1	**Right** click the Document Direct icon from your desktop. Click: Open
Expected Results:	Document Direct is opened and available to retrieve reports.

Step 2	Click: File➔Document Explorer
Expected Results:	Document Direct opens.

Exercise 2 (continued)

Step 3	Double Click: **SSSTEST: via TCP/IP**
	Recipient ID: **STUDENTS** Password: **INFOPAC** Click: **OK**
Expected Results:	Document Direct opens.
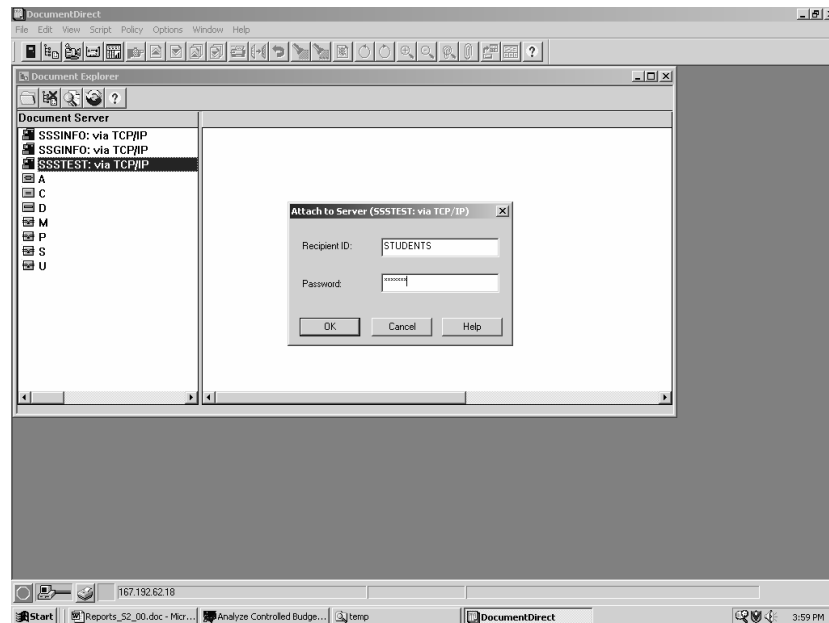
Exercise 2 (continued)

Step 4	To display a list of reports click the plus sign beside **Report**. The reports are on the left and the descriptions are on the right.
Expected Results:	Document Direct Reports are displayed.
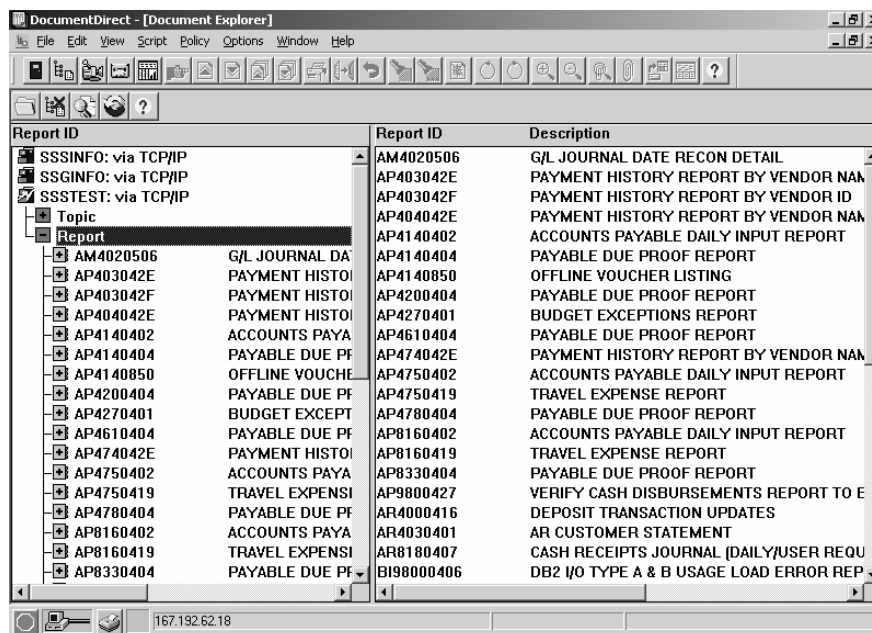
Exercise 2 (continued)

Step 5	Note: There are several different ways to locate a report.
	1) ➔Use scroll bar, once the report has been found, double click on report name.
	OR
	2) ➔Click: [icon] **Locate**
	Enter the following information:
	Report ID: GL42004GG
	Click: Locate
Expected Results:	Selected report is highlighted and available for access.
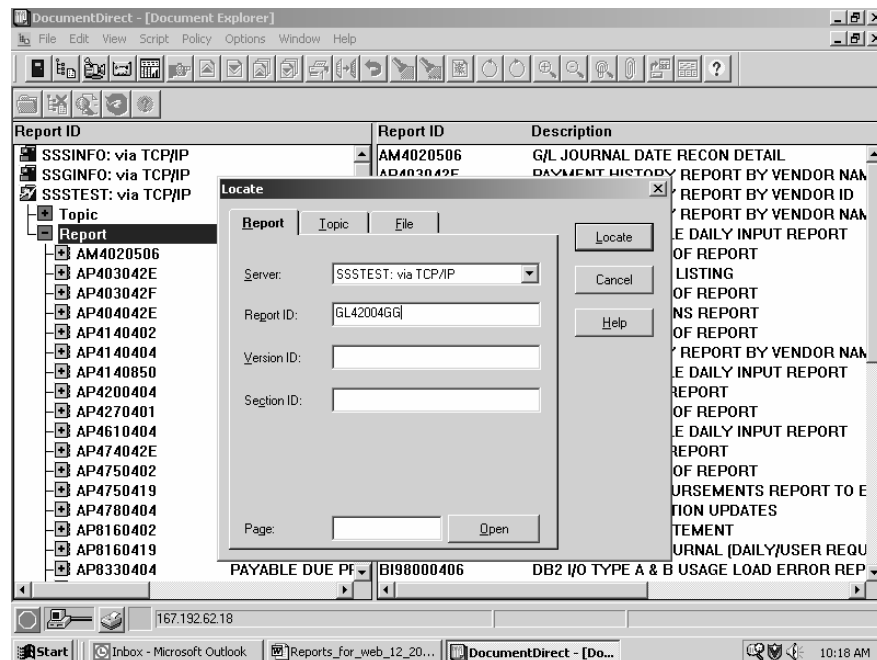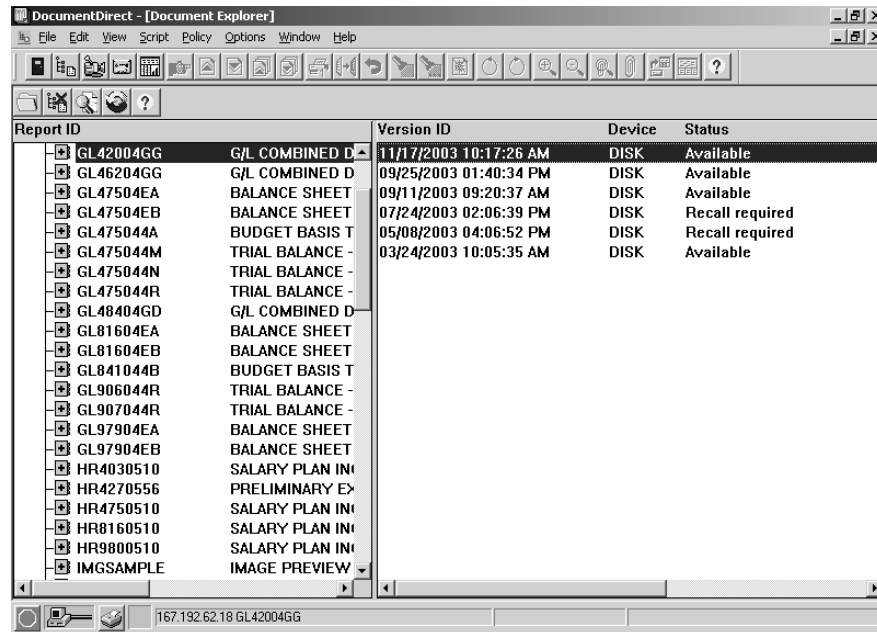
Exercise 2 (continued)

Step 6	Highlight the correct Version ID and double click.
Expected Results:	Report opens from Document Direct to your monitor.

Exercise 2 (continued)
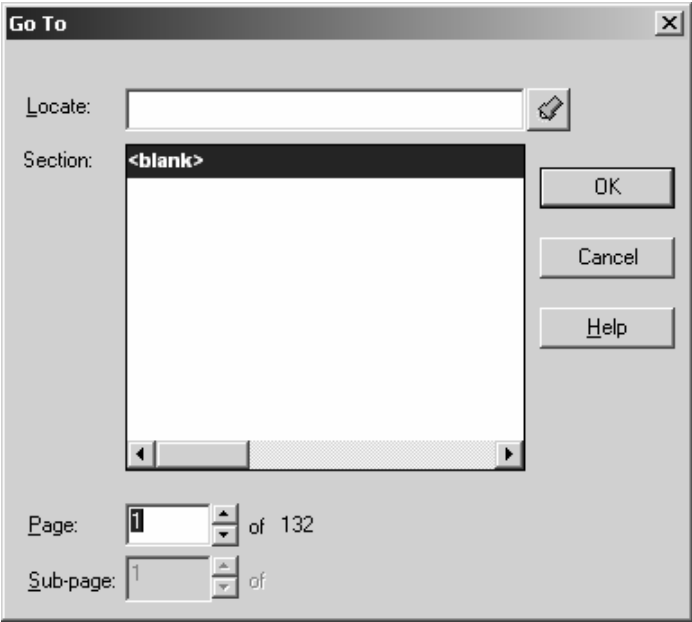
Step 7	Report is returned to window. Maximize your screen.

	DocumentDirect - [167.192.62.18: GL42004GG (11/17/2003 10:17:26 AM)]
	File Edit View Script Policy Options Window Help
	
	``
	                                        State Of Georgia
	Business Unit: 42000 Forestry Commission, GA Repor
	Ledger: ACTUALS Combined Detail Output Data File Print
	Budget Year: 2004 General Ledger Report Page:
	Fiscal Year: 2004 PS II
	                                        Acctg Period Range: 1 to 2
	                                        Account Range: 510000 to 762001
	
	Src~Acct ~VendCustId~VendCustNm ~RefId1 ~RefLn~RfLn2~RfLn3~Descript
	
	PO ~653202~0000214694~NEWPORT TIMBER LLC ~0000029435 ~ 2~ 1~ 1~Woodland
	PO ~653202~0000214694~NEWPORT TIMBER LLC ~0000029435 ~ 2~ 1~ 1~Woodland
	PO ~653600~0000230805~EVENT STREAMS ~0000029744 ~ 2~ 1~ 1~Addition
	PO ~653600~0000230805~EVENT STREAMS ~0000029744 ~ 2~ 1~ 1~Addition
	PO ~615001~0000017434~FLINT EQUIPMENT CO INC ~0000030073 ~ 4~ 1~ 2~Labor fo
	PO ~615001~0000017434~FLINT EQUIPMENT CO INC ~0000030073 ~ 8~ 1~ 1~Correct:
	PO ~615001~0000017434~FLINT EQUIPMENT CO INC ~0000030073 ~ 8~ 1~ 1~Correct:
	PO ~653202~0000131650~UNITED FORESTRY CONSULTANTS INC ~0000030272 ~ 2~ 1~ 1~Change :
	PO ~653202~0000131650~UNITED FORESTRY CONSULTANTS INC ~0000030272 ~ 2~ 1~ 1~Change :
	PO ~653202~0000131650~UNITED FORESTRY CONSULTANTS INC ~0000030342 ~ 2~ 1~ 1~Contract
	PO ~653202~0000131650~UNITED FORESTRY CONSULTANTS INC ~0000030342 ~ 2~ 1~ 1~Contract
	PO ~653600~0000004543~IBM CORPORATION ~0000030555 ~ 1~ 1~ 1~Support
	PO ~653600~0000004543~IBM CORPORATION ~0000030555 ~ 1~ 1~ 1~Support
	PO ~615004~0000004543~IBM CORPORATION ~0000030555 ~ 1~ 1~ 2~Support
	PO ~615004~0000004543~IBM CORPORATION ~0000030555 ~ 1~ 1~ 2~Support
	PO ~615004~0000004543~IBM CORPORATION ~0000030555 ~ 1~ 1~ 2~Support
	PO ~614015~0000009776~SOUTHERN STATES ~0000030631 ~ 3~ 1~ 1~Addition
	PO ~614015~0000009776~SOUTHERN STATES ~0000030631 ~ 3~ 1~ 1~Addition
	``
	
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	Note: The scroll bar operates this page, page one. To view another page or the next one the following icons will allow you to enter the necessary commands.

Expected Results:	Report opens and is available for review.

Exercise 2 (continued)

Step 8	To navigate in the report:
	Click: ![icon] **Next page** Click: ![icon] **Previous page** Click: ![icon] **Go To**
	This will allow you to select a specific page to view.
Expected Results:	Go To navigates to the page specified.

Exercise 2 (continued)

Step 9	To print the report use File➔Printer Setup
	
	Select: Landscape
	
	To print entire document, the following would be completed:
	
	Select: File➔Print (Note: In class, we will <u>not</u> print the report.)
	
	<table><tr><td colspan="2">**Print** ×</td></tr><tr><td colspan="2">167.192.62.18: GL42004GG (09/11/2003 09:20:37 AM)</td></tr><tr><td colspan="2">Printer: HP LaserJet 4 on LPT1:</td></tr></table>
	Printer: HP LaserJet 4 on LPT1:
	
	Copies: 1
	
	Pages ○ All
	          ○ Current Section
	          ○ Current Page
	          ● From: 1 To: 1
	
	Overflow
	● Tile Pages □ Include Annotations
	○ Truncate □ Include All Sub-Pages
	○ Fit Best
	
	OK Cancel Setup... Help
	
	Depending on the size of the document, you have the option to print the complete report or specific pages.
	Note: If the print icon is utilized from the tool bar, only the current page will print. Printer setup must be landscape to see entire page.

Expected Results:	Print option available.

Exercise completed.

Exercise 3 – Export Data from Document Direct to an Excel spreadsheet

Scenario: After exporting data, you will be able to produce a spreadsheet that contains useful information. To complete this exercise we will be using the previous GL Combined Detail Report.

Step 1	With the GL Combined Detail report open in Document Direct, we are going to hide the page header row information. Highlight area to hide. (Top of page to just above "Src~Acct" and continue to end of data on right side of page.) Select: View ➜ Hide
Expected Results:	Hide box is displayed. .
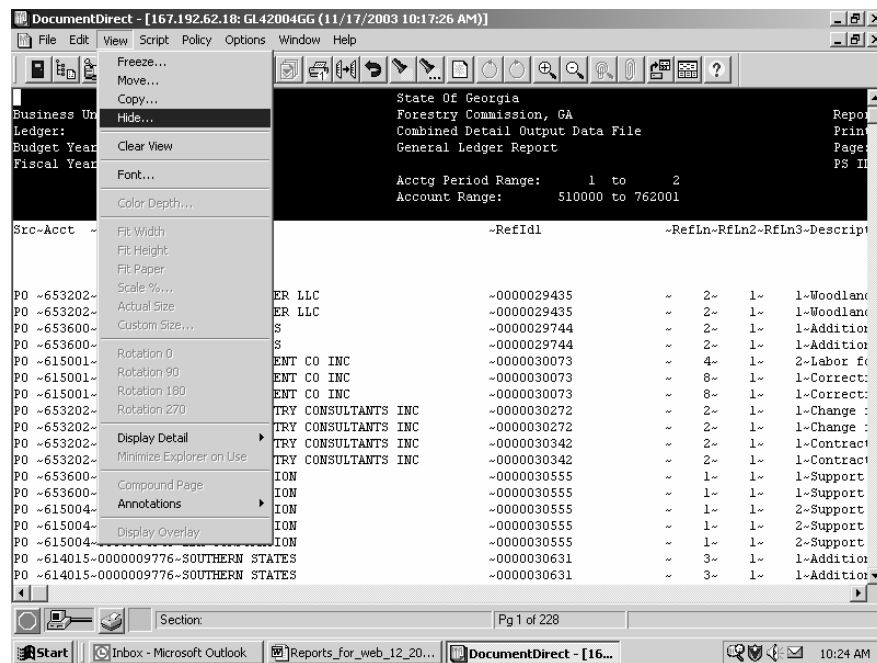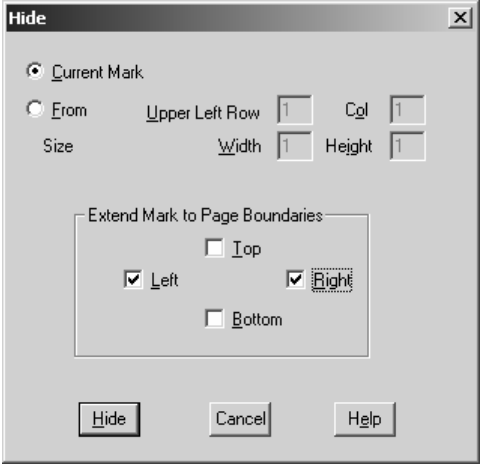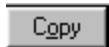
Exercise 3 (continued)

Step 2	Select: Current Mark Extend Mark to Page Boundaries: Left and Right Click: Hide
Expected Results:	Header information is hidden.

Exercise 3 (continued)

Step 3	Note: There are **two** ways to copy a Document Direct report to Excel. 1) Copy the Clipboard, then to Excel. This process will be used in class. **OR** 2) Export to ASCII, then to Excel. If the Clipboard method does **not** work, use Export to ASCII. Export to ASCII, then to Excel 1) From the file menu, select Export, ASCII. An Export popup screen will appear. 2) Choose from the Pages options (usually All) and enter a filename. 3) Use Windows Explorer to open the file. If you receive a message "This file is too large for Notepad to open. Would you like to use WordPad to read this file?" Click yes. 4) From the Edit menu, choose Select All 5) From the Edit menu, select copy 6) Open Excel 7) Click in cell A1 8) From the Edit menu, choose Paste
Expected Results:	Either method populates spreadsheet with report information.

Step 4	Select **Edit**, **Copy to Clipboard** *Dialog box displays* **Select** `Pages ⊙ All` **or specific pages if desired** **Select:** `Copy` Minimize Document Direct and Open Excel. Paste the data into the spreadsheet at cell A1.
Expected Results:	The data is exported to an Excel spreadsheet.

Exercise 3 (continued)

Step 5	When the text information is copied to Excel; all of it is in Column **A**. To turn the information into data, it will be necessary to delete blank rows. Click and drag on row numbers to highlight and delete area below the column headings, rows 2-4. Note: Right click in shaded area and select <u>D</u>elete. **Note: If entire row is not selected a dialog box will prompt for area to delete, select entire row.**
Expected Results:	Blank rows are deleted.
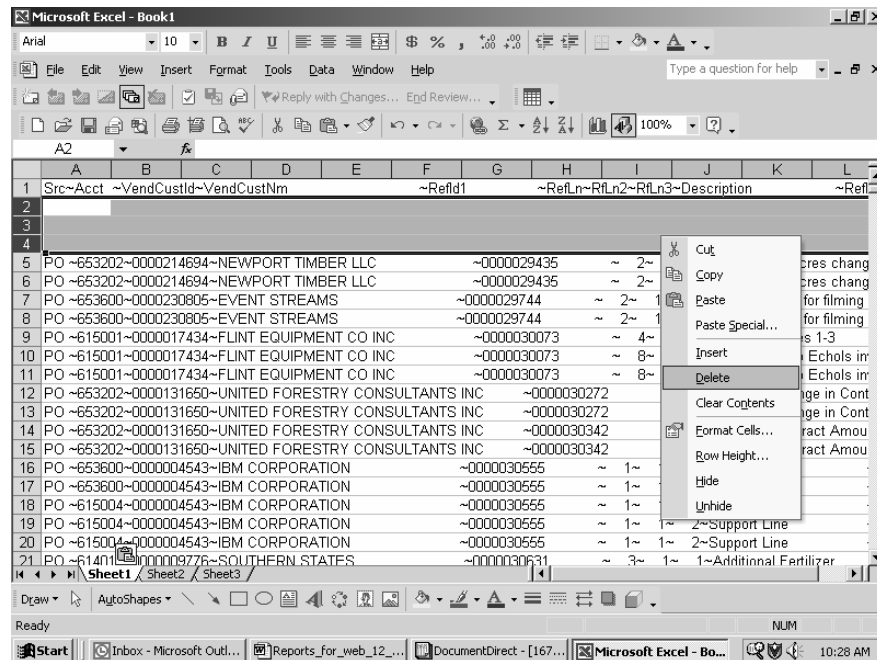
Exercise 3 (continued)

Step 6	Information is still stored in column **A**. To continue, we will need to move the text to individual columns. Using the **Text to Columns Wizard** tool completes this process.
	Click: **A** to highlight entire column.
	Select: **Data➜Text to Columns**
Expected Results:	Text to Column Wizard appears.
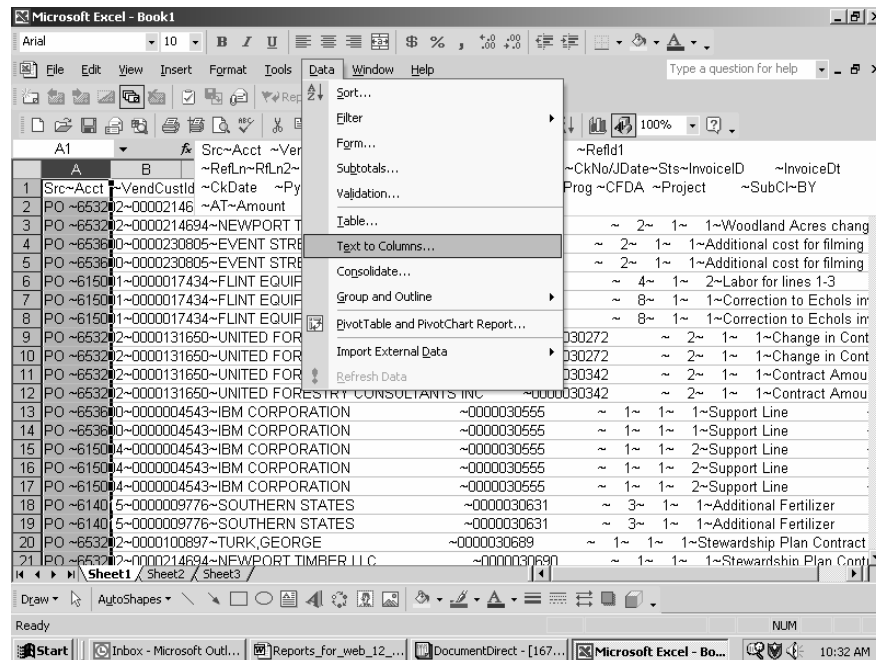
Exercise 3 (continued)

Step 7	The Text to Column Wizard is a three-step process. Step 1 – Choose the file type that best describes your data. Fixed width for the Combined Detail Report <u>only</u> is set to <u>D</u>elimited. All other requested reports use the Fixed <u>w</u>idth. Click: **Next**
Expected Results:	Wizard moves to step 2.
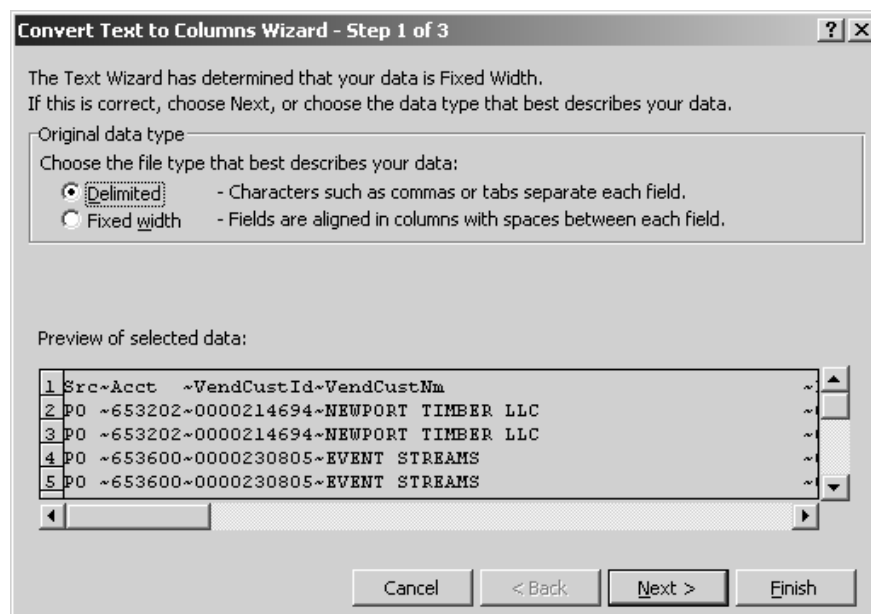
Exercise 3 (continued)

Step 8	Step 2 – Determines the delimiters your data contains. Click: Other Enter: ~ (tilde) symbol (The Output Data File is the only report that has the separator.) Click: Next
Expected Results:	Wizard moves to step 3.

Exercise 3 (continued)

Step 9	Step 3 – Sets the data format Document Direct is a text file, but Excel labels all data as General. We need to identify which column is text, general, or date formatted. For this report, all columns are formatted as text unless they are dollar amounts. Date information is not used. With the first column highlighted, Hold: **Shift** and scroll until the last column appears and click in the last column. Select: **Text** **Note: If Office Assistant opens select No and it will disappear.**
Expected Results:	All columns have been formatted to text.
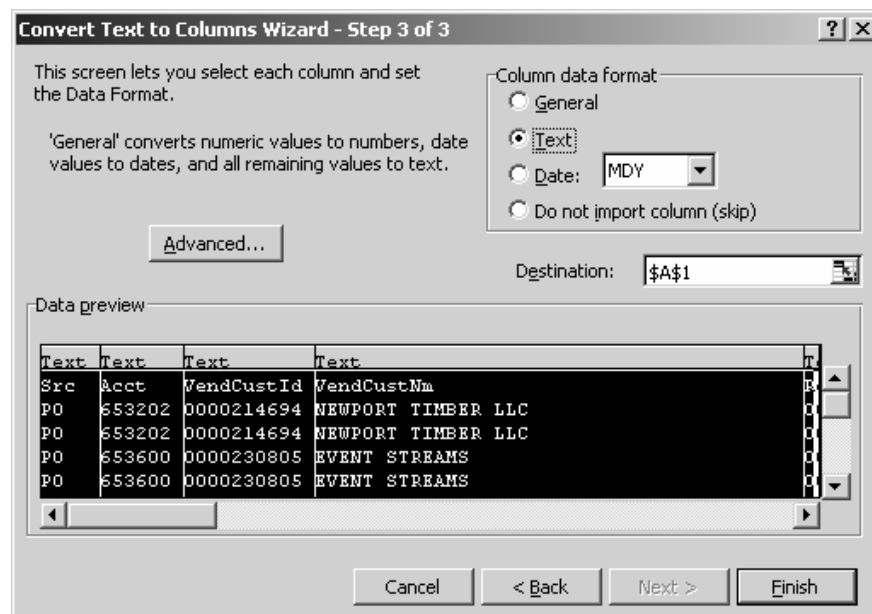
Exercise 3 (continued)

Step 10	Step 3 (continued) Change the **Amount** column to General format. Click: **Finish**
Expected Results:	All columns are formatted correctly.
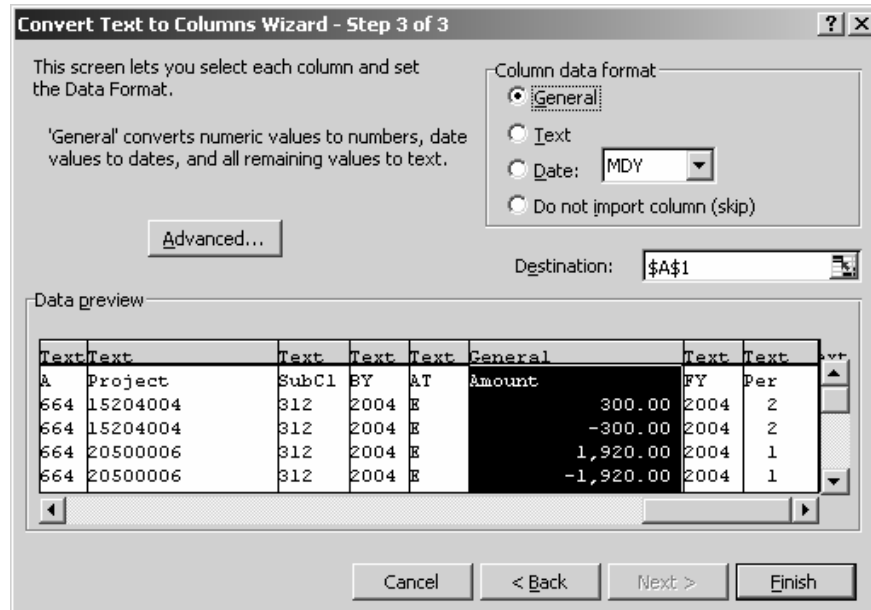
Exercise 3 (continued)

Step 11	Your document should look similar to the one below.
Expected Results:	Column Wizard is completed.

Exercise 3 (continued)

Step 12	It is now necessary to save the spreadsheet in Excel.
	Select: File➔Save As
	Save in: **C:\temp**
	File name: **XX_GL42004GG** – Your initials or name replace the **XX.**
	Click: **Save**
	Note: Excel saves in the .xls format.
Expected Results:	Spreadsheet is named and saved in the C drive, temp file.
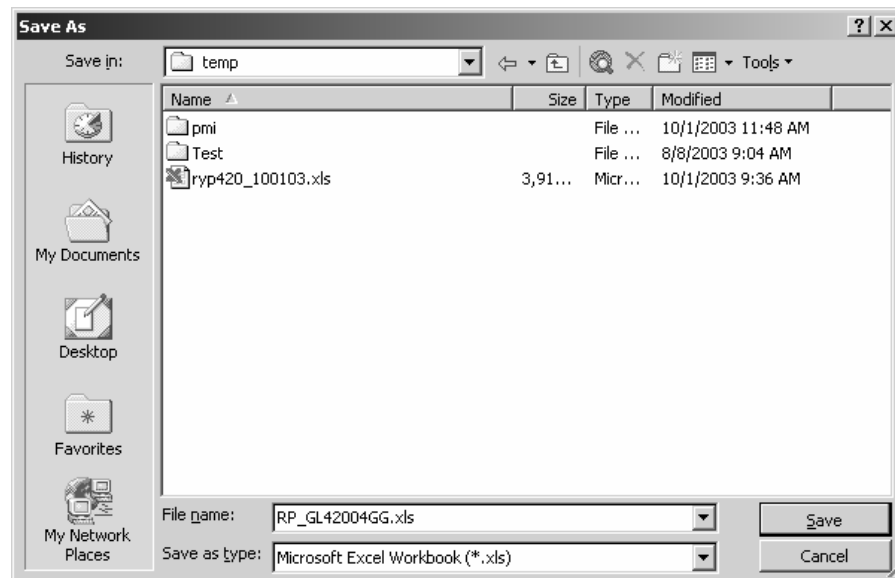
Exercise completed.

Exercise 4 – Filtering and Sorting Data in an Excel spreadsheet

Scenario: The existing spreadsheet contains many rows of data, on multiple pages. The "Filter" and "Sort" Functions will isolate specific data.

Step 1	Continuing with the spreadsheet, XX_GL42004GG.xls **Highlight** the entire spreadsheet. Select: Data➔Sort Sort by: **Src** **Note: Header row radio button is selected.** Click: **OK** Click anywhere in the spreadsheet to turn the highlight option off.
Expected Results:	Data sorts alphabetically by source. The blank fields, which display first, do not contain information in the option selected.

Exercise 4 (continued)

| Step 2 | To remove non-essential rows, highlight below the header row and continue until data appears.

Right click in the shaded area and select <u>D</u>elete.
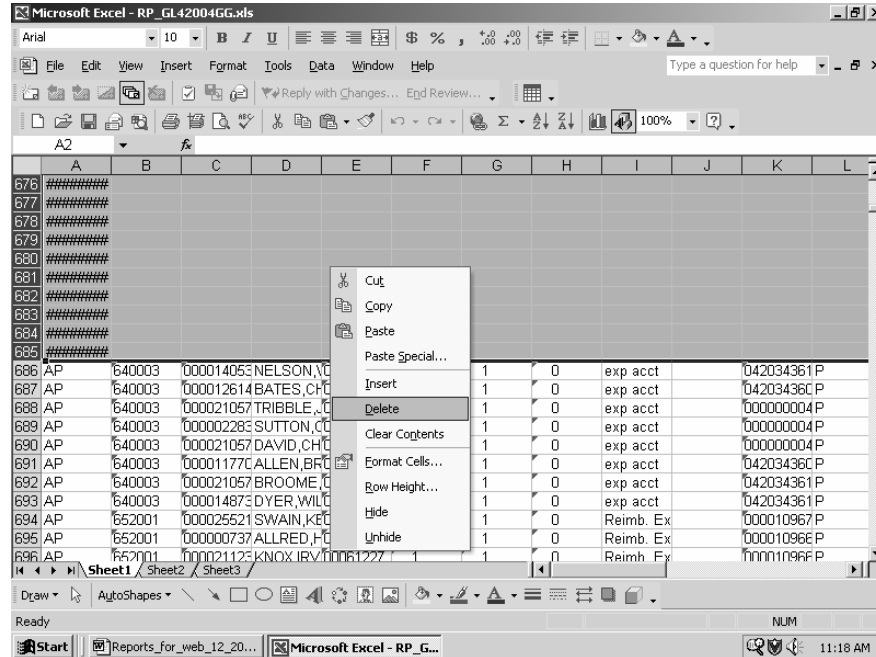
 |
|---|---|
| **Expected Results:** | Blank rows have been deleted at the top of spreadsheet. |

Exercise 4 (continued)

| Step 3 | To remove non-essential rows or unwanted data at the bottom of the spreadsheet, press **Ctrl➔End**.

Locate the end of the blank rows and highlight row and scroll up until good data appears.

Note: All header rows except for the first page have dropped to the bottom of the spreadsheet and should be included with the blank rows.

Right click in the shaded area and select <u>D</u>elete.
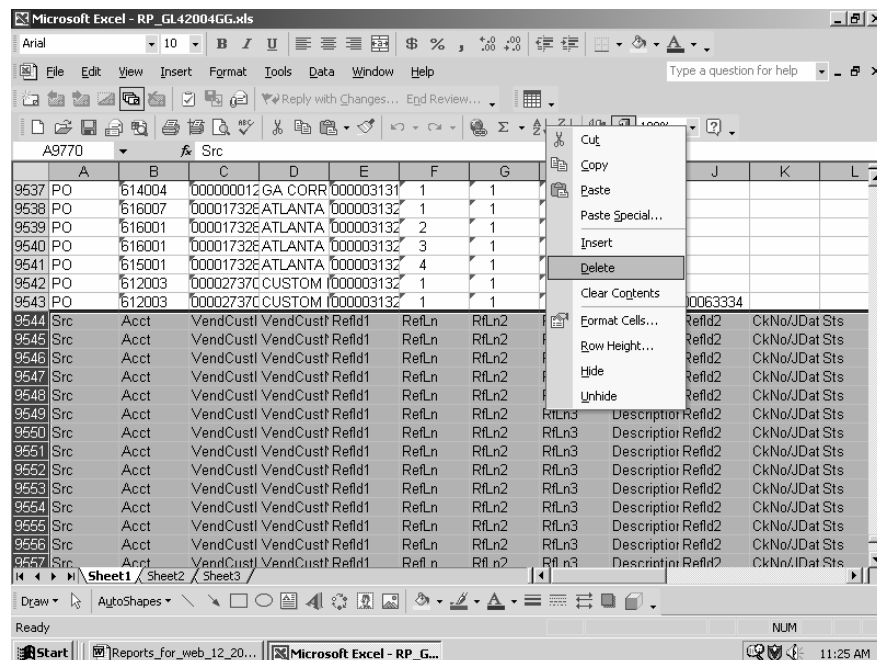
Click: **Save**

Press **Ctrl➔Home** |
|---|---|
| **Expected Results:** | Blank rows and unwanted data deleted from spreadsheet. |

Exercise 4 (continued)

Step 4	To isolate specific areas of interest, apply the "Filter" option. Select: Data➜Filter➜AutoFilter **Note:** If you would like to see the full view of each cell, follow this procedure: Highlight the entire worksheet and select F<u>o</u>rmat➜<u>C</u>olumn➜<u>A</u>utoFit Selection. Select the filter associated with **Source** and choose the PO option.
Expected Results:	Arrows appear in each column header cell. PO detail values are displayed.
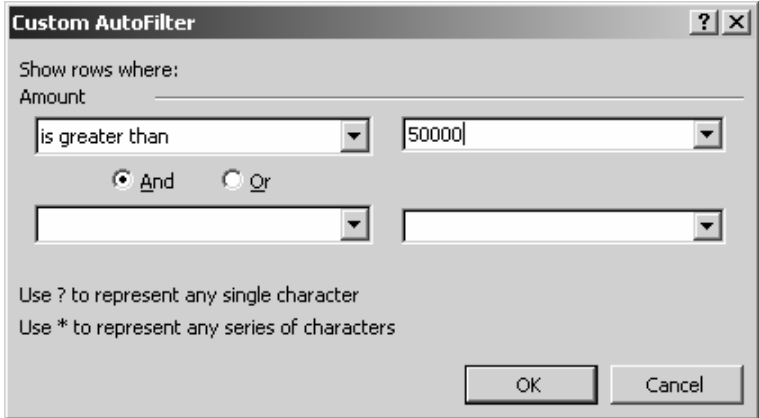
Exercise 4 (continued)

Step 5	Excel will apply the filter and bring back only the data that meets that filter criterion.
	Note: Data maintains original spreadsheet line numbers. It is possible to apply another filter to this existing sheet.
Expected Results:	Specific data is displayed.

Step 6	To return spreadsheet to unfiltered data, Click on the active, blue arrow in the **Source** cell Select: **(All)**
Expected Results:	Spreadsheet returns with all original unfiltered data.

Exercise 4 (continued)

Step 7	It is possible to create conditional or "Custom" filters. Click on the gray arrow beside *Amount* and select CUSTOM
Expected Results:	Custom AutoFilter dialog box is displayed.

Step 8	From the drop down menu, Amount: **is greater than➜**Tab**➜50000**
	Custom AutoFilter ? X Show rows where: Amount [is greater than ▼] [50000 ▼] ⊙ And ○ Or [▼] [▼] Use ? to represent any single character Use * to represent any series of characters [OK] [Cancel] Click: **OK**
Expected Results:	Transactions that have an amount of greater than $50,000 are returned.

Exercise 4 (continued)

Step 9	Your screen displays rows of data with amounts greater than $50,000. It is possible to filter a filter. To show a specific source type with records greater than $50,000, perform a second filter. Click on the gray arrow beside *Source* and select **AP** **Note: Amount and Source filters are active**
Expected Results:	Source documents from AP with amounts greater than $50,000 display.

Exercise 4 (continued)

Step 10	To return to the original spreadsheet AutoFilter must be turned off. There are two methods for this: 1. Click on the blue or active arrow, and select All from the menu. 2. Data➔Filter➔AutoFilter – check mark signifies on, selecting again toggles AutoFilter off.
Expected Results:	Entire spreadsheet data is restored.

Exercise completed.

Exercise 5 – Pivot Tables

Scenario: A pivot table will be created within the existing spreadsheet. The Pivot Table Wizard is the tool used to summarize specific data in an entirely different format.

Step 1	Continuing with the spreadsheet **XX_GL42004GG.xls**:
	For later verification it is necessary to record the last row of data.
	Click: **Ctrl + End**
	Record row number _____
	Click: **Ctrl + Home**
Expected Results:	The last cell is selected.

Step 2	To open the PivotTable Wizard,
	Select: Data➔Pivot Table and PivotChart Report
Expected Results:	Step 1 of the PivotTable Wizard displays.

Exercise 5 (continued)

Step 3	It is necessary to identify what type of data will be used in the Pivot Table. Since the spreadsheet is the list used, the default in Step 1 should be selected.
	Select: **Microsoft Excel list or database**
	Click: **Next**
Expected Results:	Step 2 of PivotTable Wizard displays.
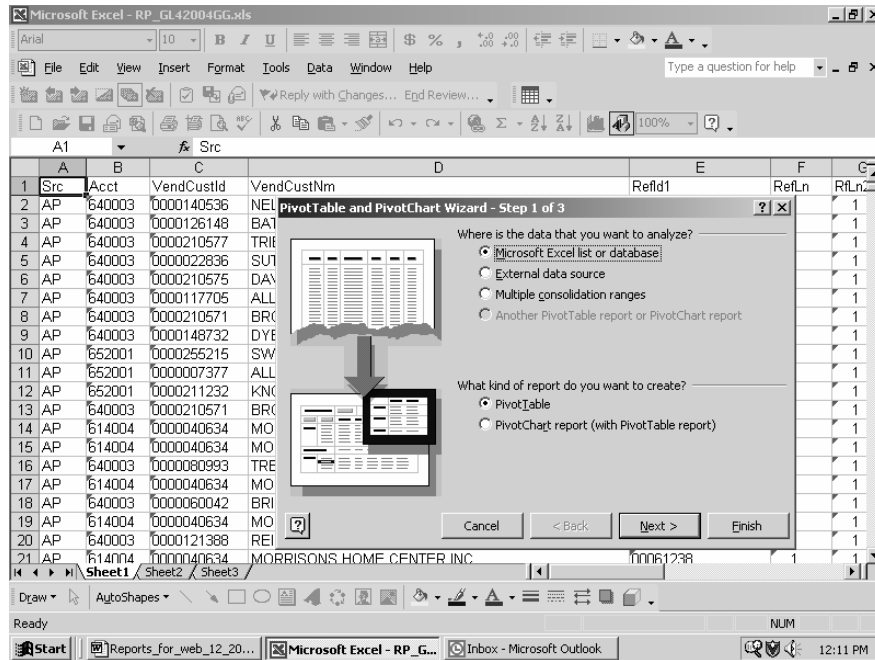
Exercise 5 (continued)

Step 4	If you recorded the last row of data in the spreadsheet, the Wizard range should match. The data range is **$A$1:$AB$9543. (Range will vary from report to report.)** **Note: If this range is not displayed, modifications must be made at this step.** Click: **Next**
Expected Results:	Step 3 of PivotTable Wizard displays.
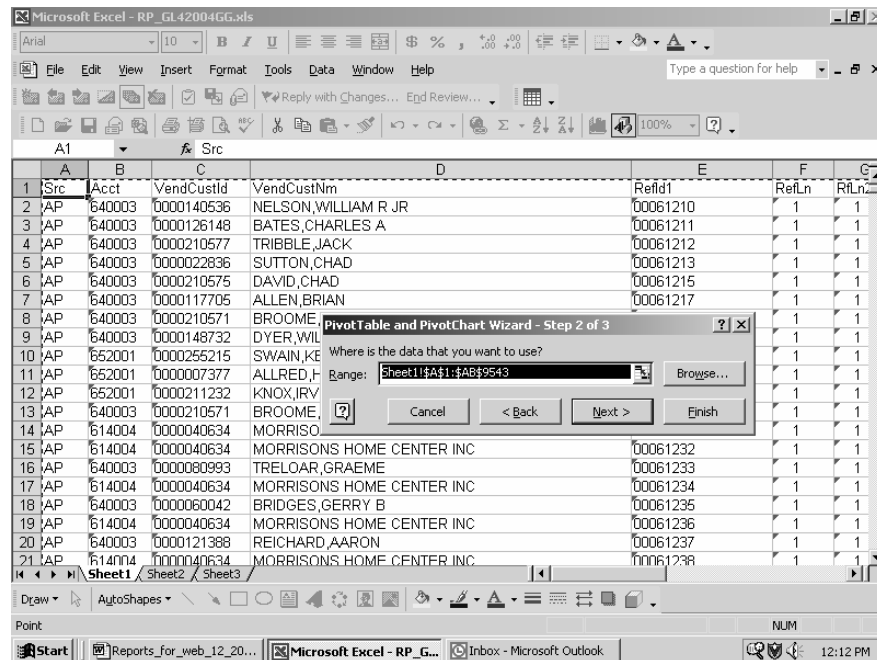
Exercise 5 (continued)

Step 5	The Wizard asks what you want to do with the newly created Pivot Table. Select: **New worksheet** Click: **Finish** **Note: The table is now a new spreadsheet page, Sheet 4**
Expected Results:	PivotTable Wizard is complete and a new spreadsheet page is created.
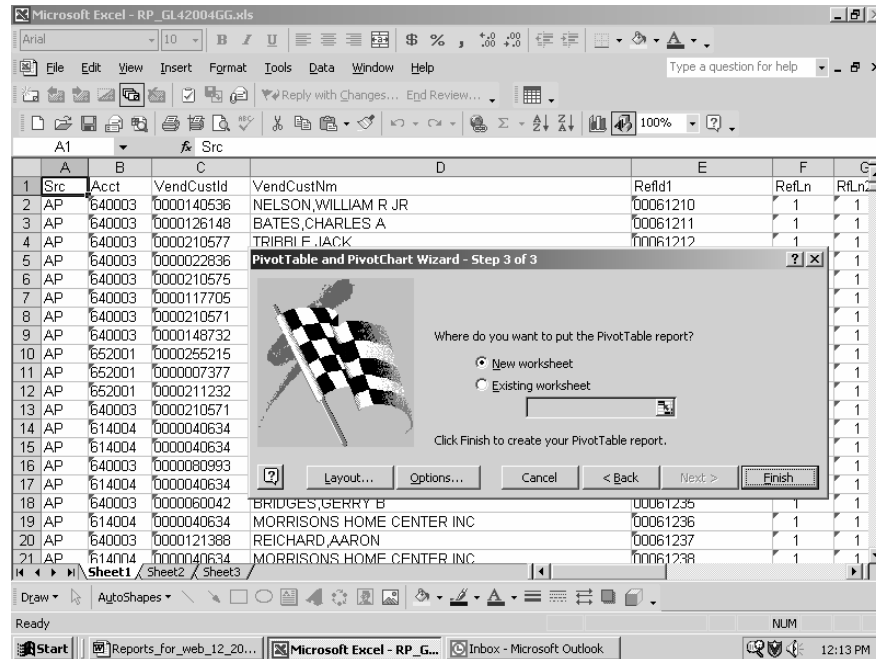
Exercise 5 (continued)

Step 6	Pivot Table construction begins. First, define which column headers will become rows, columns, and data in the Pivot Table. The Field buttons on the right represent the column headers in the spreadsheet. Click and drag, **ORG** to **PAGE** area Click and drag, **FUND** to **PAGE** area Click and drag, **PROGRAM** to **PAGE** area Click and drag, **PROJECT** to **PAGE** area It is also possible to highlight Header buttons and move them using the ADD TO button and selected fields.
Expected Results:	The pivot table is in process.
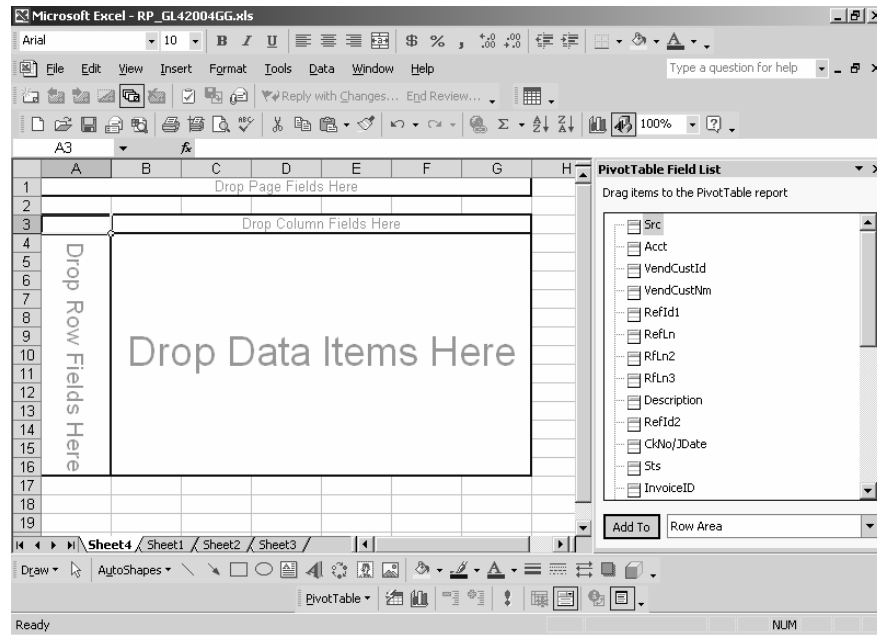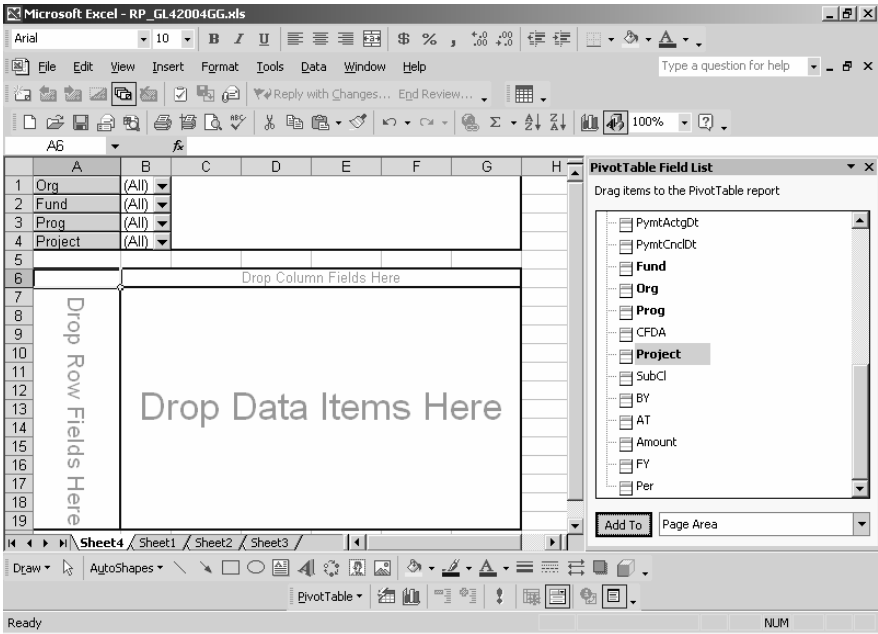
Exercise 5 (continued)

Step 7	These four headers are now filters and can be used to manipulate the pivot table data.
Expected Results:	Pivot Table displays.

Exercise 5 (continued)

| Step 8 | To continue with this pivot table we will move two more headers into the table.
| | |
| | With the PivotTable open it is possible to modify the existing results. In this case you are going to increase the amount of information that will be displayed.
	Click and drag, **SUBCLASS** to the **ROW** area
	Click and drag, **AMOUNT** to the **DATA** area
Expected Results:	Each subclass and the corresponding dollar amount are displayed.

Exercise 5 (continued)

Step 9	It is possible to rename the spreadsheet pages by double clicking on the bottom tabs and inserting the information.
Expected Results:	The sheets have been renamed for your convenience.
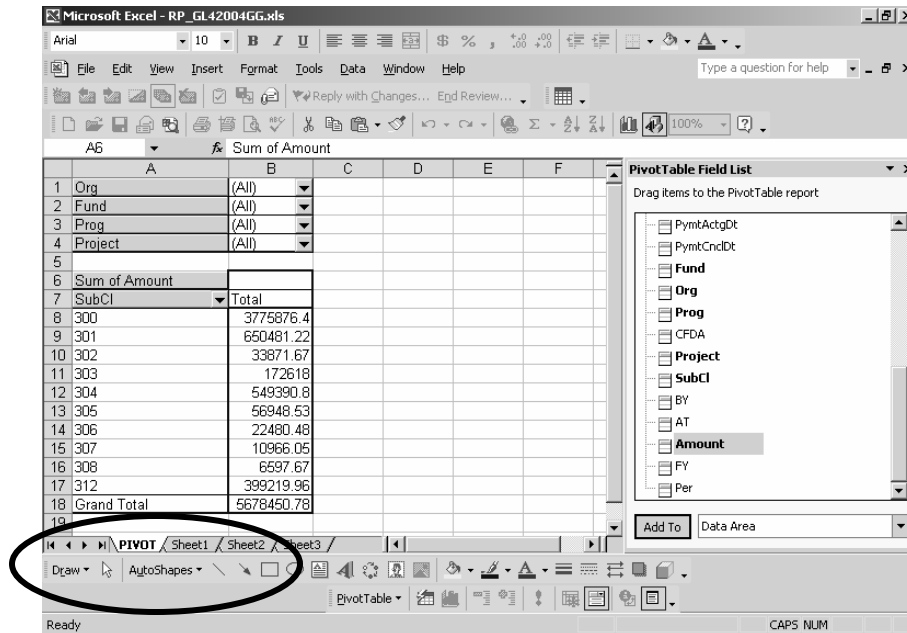
Exercise 5 (continued)

Step 10	To use the filters,
	Select: Org, choose 4201100280 and click: OK
	It is possible to break this information down further.
	Double Click: Grand Total column on the Sum of AMOUNT
Expected Results:	Specific information is displayed and available for further manipulation.
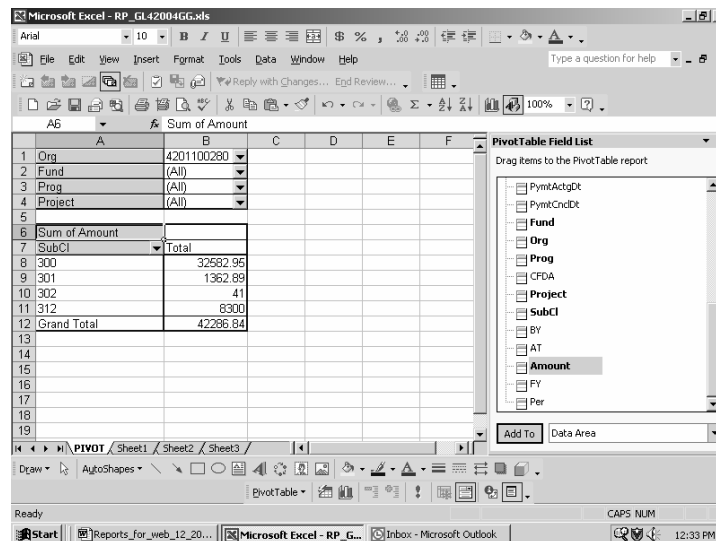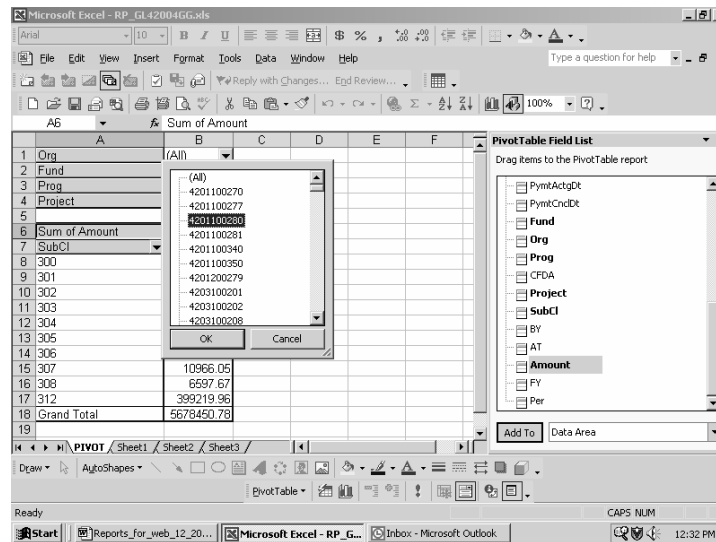
Exercise 5 (continued)

| Step 11 |

Sheet 5 is created with new data containing complete Organization information.

Each document attached to this location is displayed for additional information.

This new worksheet can now be sorted and filtered if necessary. |
| --- | --- |
| **Expected Results:** | Specific information is displayed and available for further manipulation. |

Exercise 5 (continued)

Step 12	The existing pivot table can be modified further,
	Select the pivot table tab, Select: ALL at organization Click and drag, **ACCOUNT** to the **ROW** area
Expected Results:	Specific information is displayed and available for further manipulation.
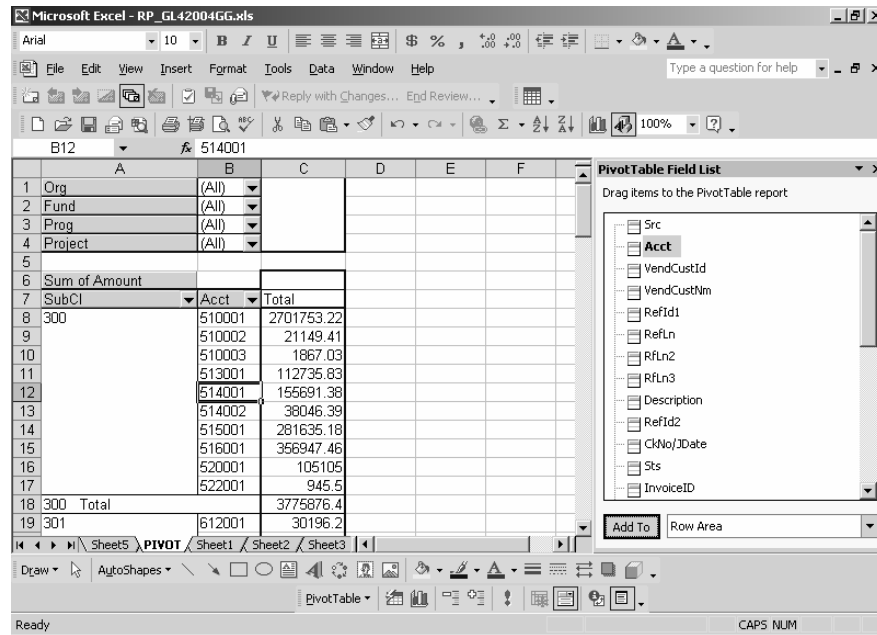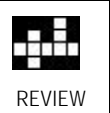
Step 13	Close Excel and Document Direct.
Expected Results:	Excel and Document Direct are closed.

Exercise completed.

D. Summary and Review

Activity	Materials	
LECTURE	GUIDE	REVIEW

Objectives Review:

1. Request an SQR report
2. Use Document Direct to run an SQR report to an Excel spreadsheet
3. Manipulate spreadsheet data

Discuss the following questions:

1. How is an SQR report requested?
2. How is AutoFilter activated? Deactivated?
3. What/Who is the Pivot Table Wizard?

Phoenix End-User Training

SECTION 2:
RUN-ONLY QUERIES

PARTICIPANT GUIDE

Section Contents

Run-only Queries

A. Introduction

Introduction to Run-only Queries

Welcome to the Introduction to Run-only Queries. This section contains the tools needed to learn all the concepts and procedures involved in an overview of Run-only Queries.

Goal   To have the skills and knowledge necessary to process run-only queries and to transfer that information into an Excel spreadsheet.

Participant
Objectives   At the end of this module you will be able to…

1. Run queries to a listbox
2. Run queries to an Excel spreadsheet
3. Run queries to Excel and use VLOOKUP
4. Manipulate spreadsheet data

Prerequisites
1. Currently using at least one Phoenix module
2. Basic knowledge of Excel

B. Concepts

Read and discuss the following:

Queries - Query is a PeopleSoft tool that allows you to extract information from the database. The query results can be viewed online, sent to a Crystal Report for output or to Excel for further manipulation.

Run Only Queries – Run only queries are queries that have been developed by the Financial System team. Queries can be run by anyone who has security access to the Run-Only Query function.

If you do not have access to the Run-Only Query function, a request must be approved by your Agency Security Officer and forwarded to the Phoenix Security Team.

Descriptions of available queries can be found on the Phoenix website.
http://phoenix.gagta.com/

Once on the website, use the following path to locate the list of queries:

Select: Financials
Select: Module (specific)
Select: Queries
Click on: List or the available link

Naming Conventions – The queries use the following naming convention:

- Position 1 = 0 (zero) – PeopleTools Query will sort to the top of the list of public queries.
- Positions 2 and 3 = module identifier in CAPS (examples: AM, AP, AR, BD, GL, PC, PO).
- Positions 4 through 6 – all numeric (001 through 999)
- Position 7 = _ (underscore)
- All other positions are used to describe the query.
  Example: 0PO029_UnDispatched_Pos_by_BU

Browse the list of queries beginning with zero and the appropriate module identifier. Select a query based on the description. A list of detailed descriptions can be found on the Phoenix web site.

Public Queries – All queries that begin with a zero can be selected and run at any time. **Queries that begin with anything other than a zero are Developmental Queries and should not be selected.** Typically they are required to run in an overnight process or they can become "run away" queries.

C. Exercises

Exercise 1 – Run-Only Queries
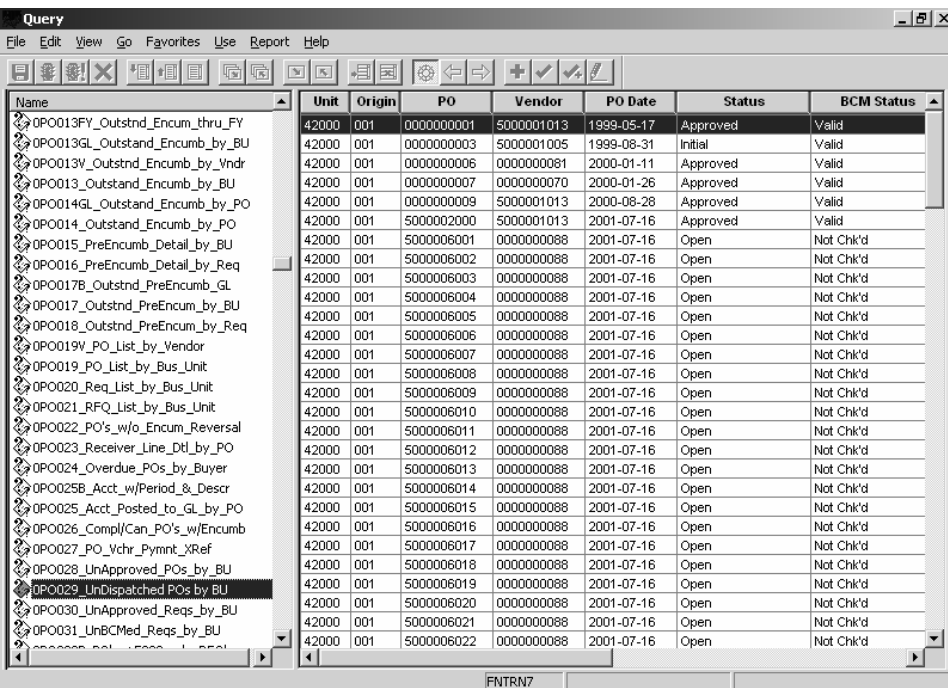
Scenario: The purpose of this exercise is to show you some of the detail that underlies selecting and running queries.

Step 1	Logon to PeopleSoft, if necessary.
Expected Results:	The PeopleSoft window displays.

Step 2	Click: View➜Navigator Display➜Query
Expected Results:	Query window displays.

Exercise 1 (continued)

Step 3	Scroll until you see **0PO029_UnDispatched_POs_by_BU**, then double click. Enter or select the following: Business Unit: **42000** Click: **OK**
Expected Results:	The selected query results run.

Step 4	The following query information displays to your monitor:
	The left-hand panel displays the query names and the right-hand panel shows the results.
Expected Results:	Selected query runs and result is displayed.
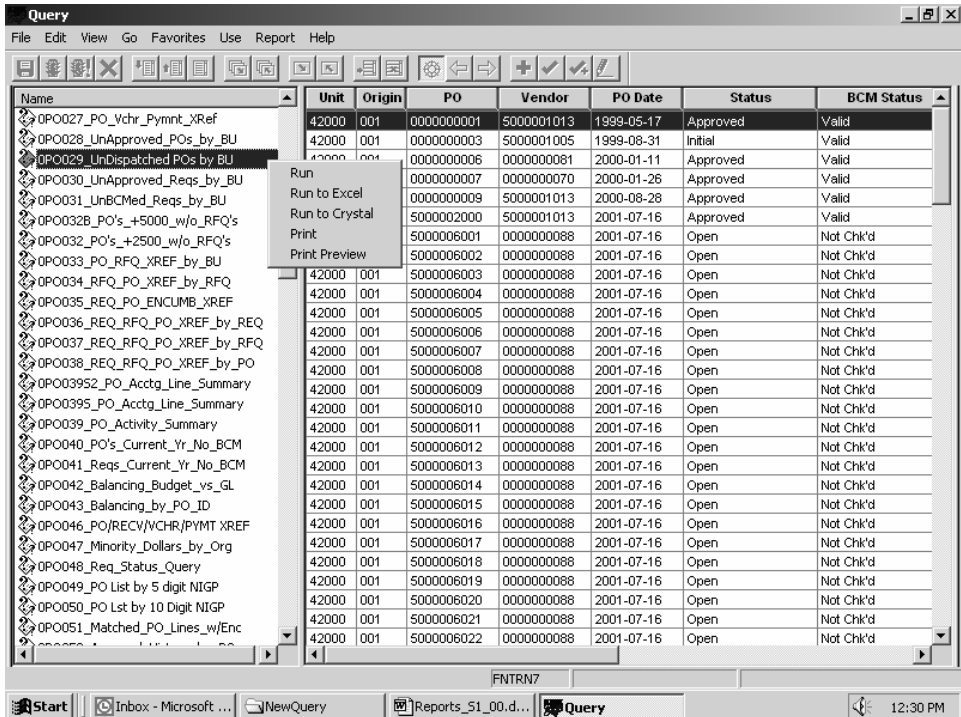
Exercise 1 (continued)

Step 5	From this screen data can be sorted by one column. Click: [**Vendor**] button from header row. Click Vendor button again to return to original sort.
Expected Results:	Modified sort results are displayed.

Exercise completed.

Exercise 2 – Running Queries to an Excel Spreadsheet

Scenario: The purpose of this exercise is to define the procedure used to move data from the query panel to a spreadsheet.

Step 1	In the Query panel, **Right** click on query **0PO029_UnDispatched_POs_by_BU**.
Expected Results:	Menu box displays inside query panel.

Step 2	Click: **(Left)** button and select Run to Excel.
Expected Results:	Excel loads and opens on your system.

Exercise 2 (continued)
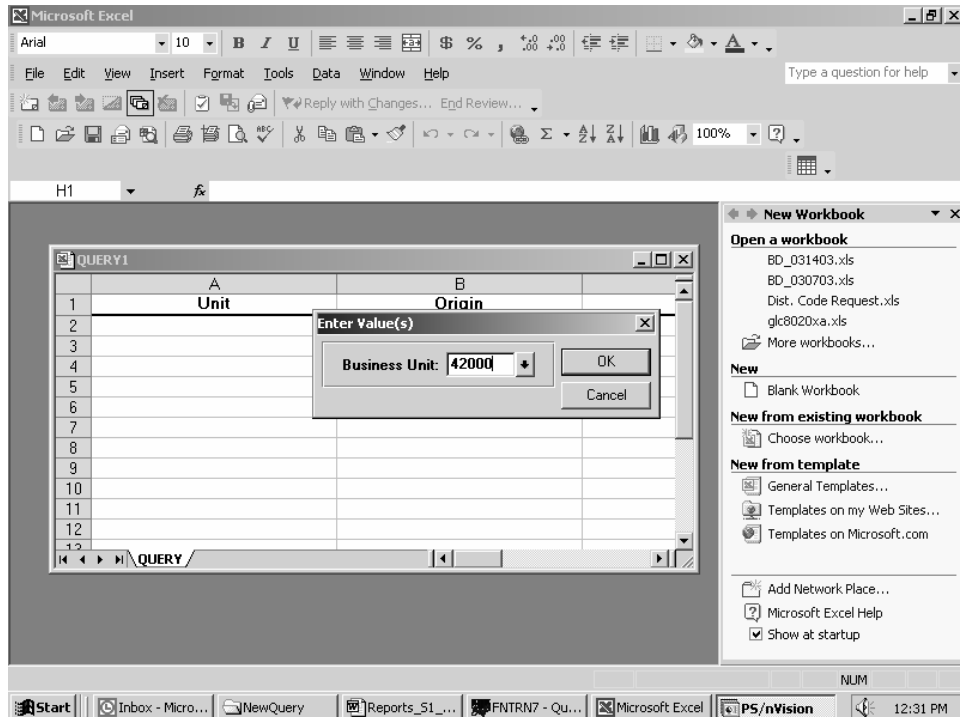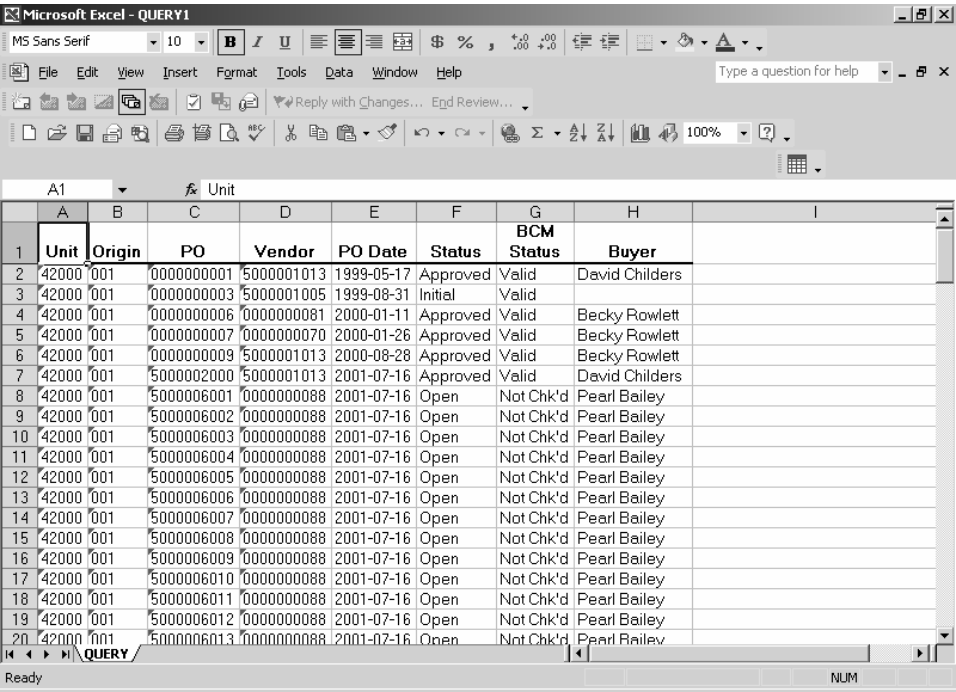
Step 3	Enter or select the following:
	Business Unit: 42000
	Click: **OK**
Expected Results:	Dialog box displays. In the background an Excel Spreadsheet displays.

Exercise 2 (continued)

Step 4	Compare your spreadsheet to the panel below:
Expected Results:	Query data displays in the newly created spreadsheet.
	Note: If a different query was selected, results will vary.

Step 5	To close current spreadsheet
	Select: **File➜Exit**
	If a dialog box appears asking: Do you want to save the changes?
	Click: **No**
Expected Results:	Excel closes.

Exercise completed.

Exercise 3 – Combining Queries in Excel (VLOOKUP)

Scenario: The 0BD010 query presents information at the Org budget level. We would like to see this information at the Appropriation budget level but when we run the query against the Approp ledger, we loose any account and project detail information. How can we get the Org ledger query to "roll up" to the Approp ledger Deptids and not loose the account and project detail information?

Here's how:
Run the 0BD019A query and write a VLOOKUP formula.

Step 1	In the Query panel, **Right** click on query **0BD010_BUDGET_INQUIRY**.
Expected Results:	Menu box displays inside query panel.
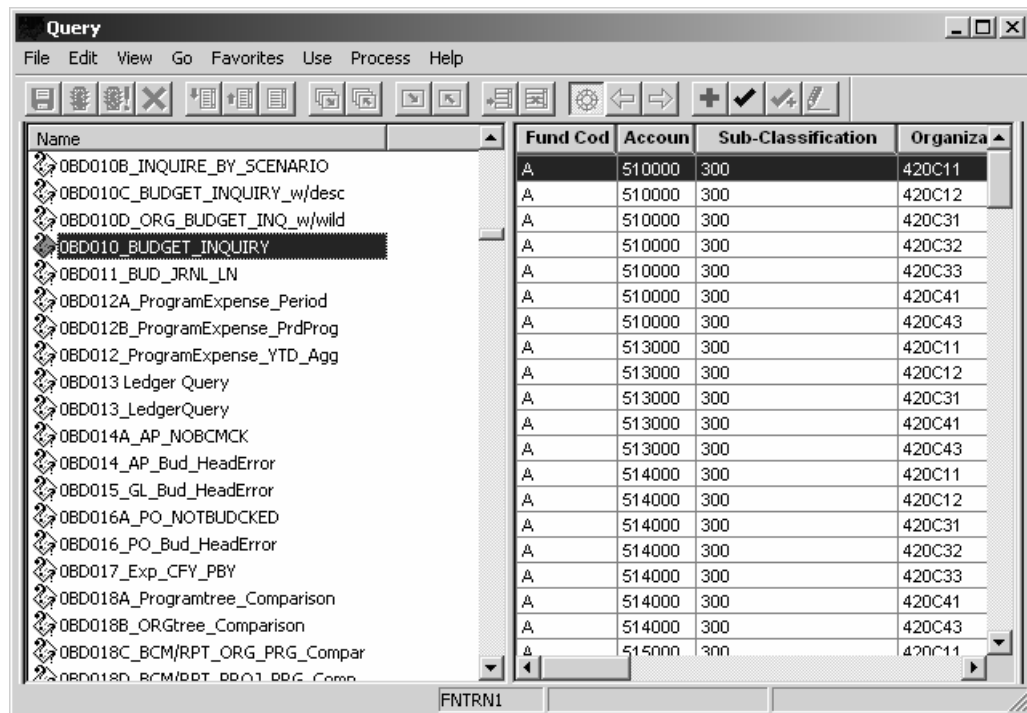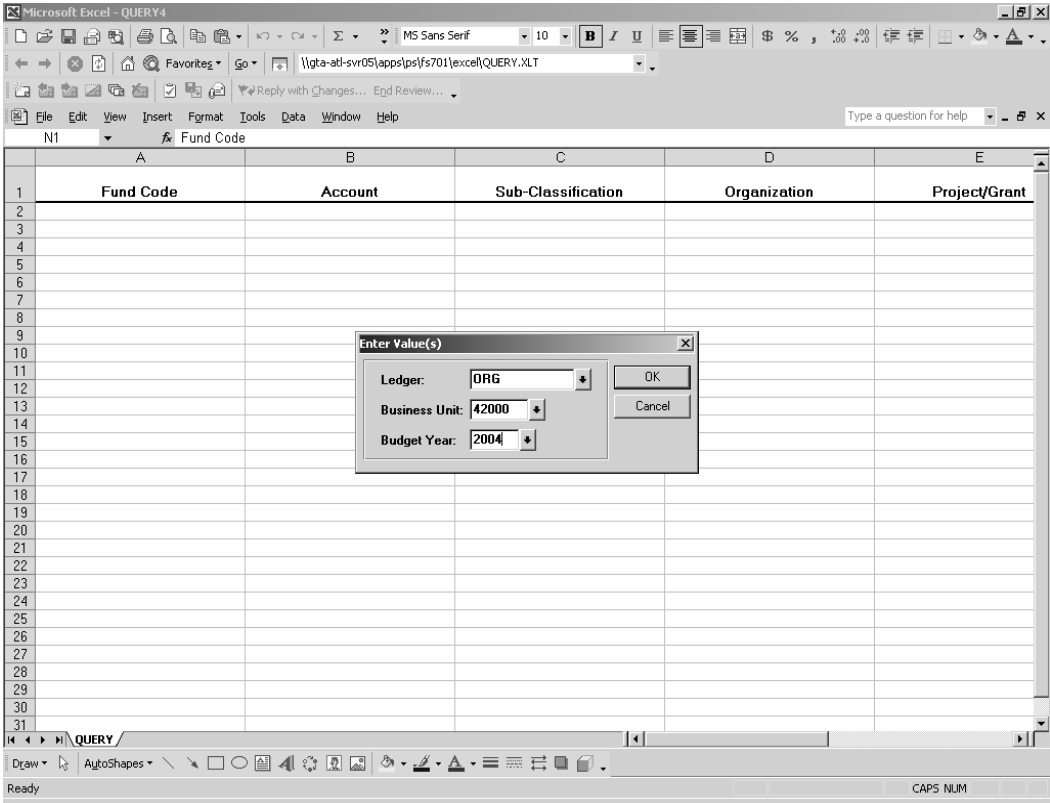
Step 2	Click: **(Left)** button and select Run to Excel.
Expected	Excel loads and opens on your system.

Step 2	Click: **(Left)** button and select Run to Excel.
Results:	

Exercise 3 (continued)

Step 3	Enter or select the following:
	Ledger: ORG
	Business Unit: 42000
	Budget Year: 2004
	Click: **OK**
Expected Results:	Dialog box displays. In the background an Excel Spreadsheet displays.

Exercise 3 (continued)

Step 4	Compare your spreadsheet to the panel below:
Expected Results:	Query data displays in the newly created spreadsheet.
	Note: If a different query was selected, results will vary.

Exercise 3 (continued)

Step 5	In the Query panel, **Right** click on query **0BD019A_BCM_ORG_TREE**.
Expected Results:	Menu box displays inside query panel.
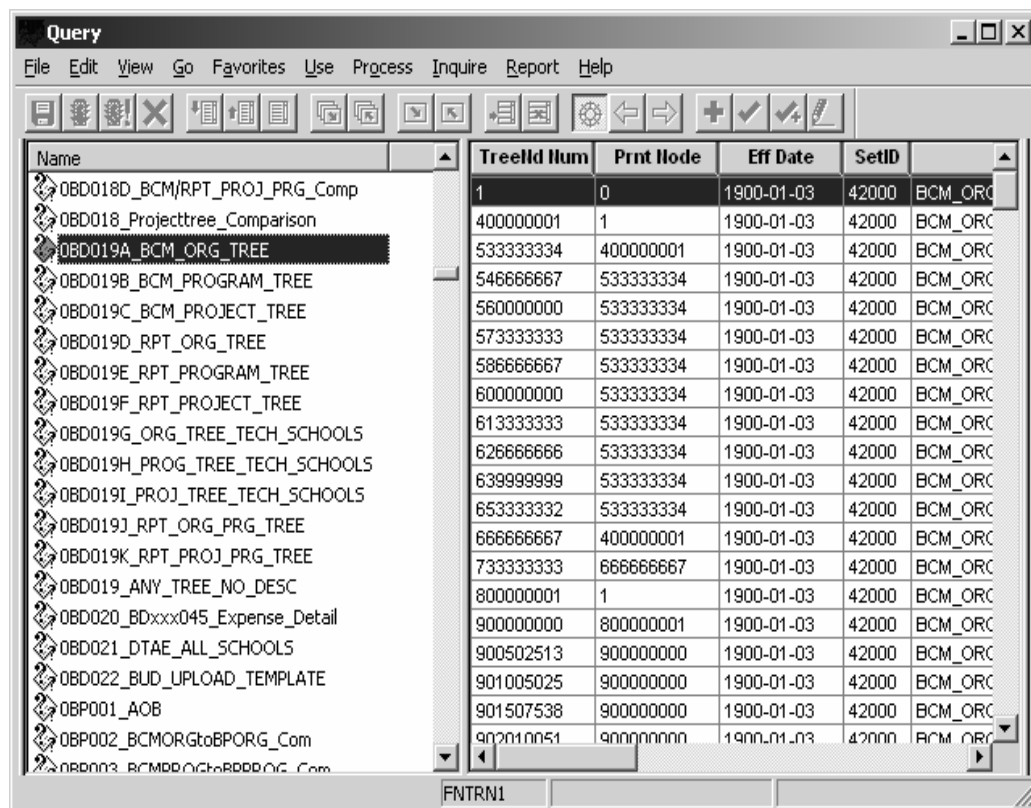
Step 6	Click: **(Left)** button and select Run to Excel.
Expected Results:	Excel loads and opens on your system.

Exercise 3 (continued)

Step 7	Enter or select the following:
	SetID: 42000
	Click: **OK**
Expected Results:	Dialog box displays. In the background an Excel Spreadsheet displays.
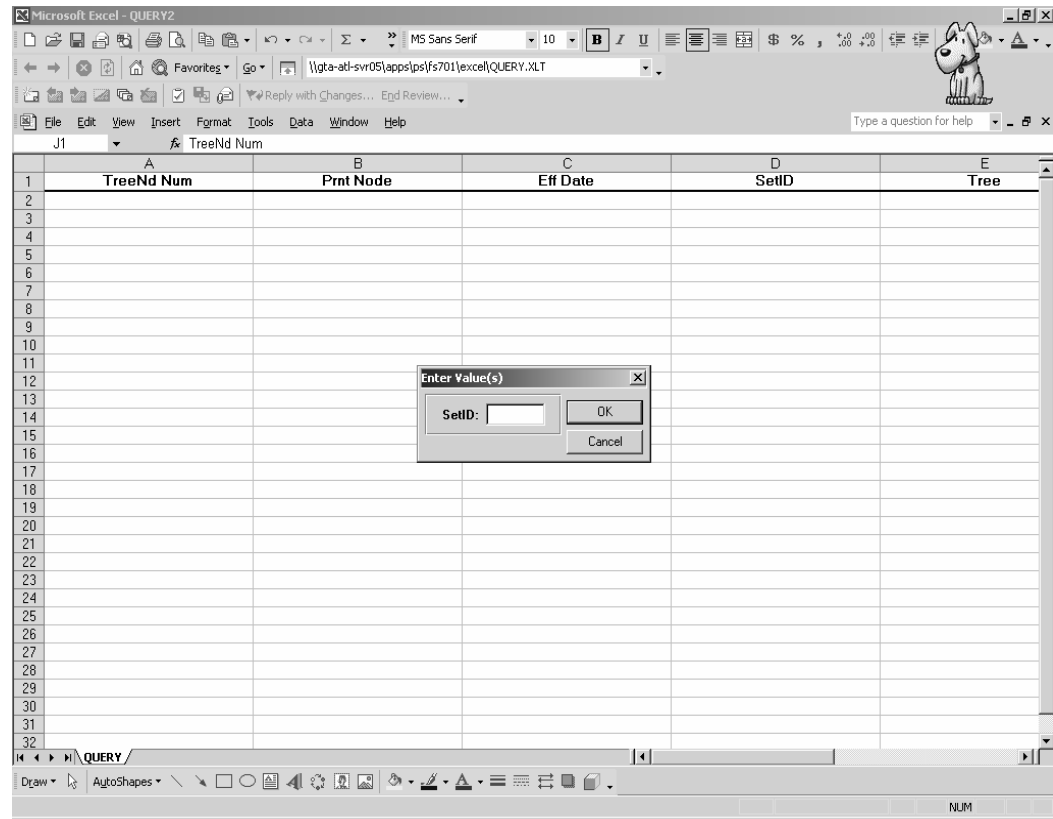
Exercise 3 (continued)

Step 8	Compare your spreadsheet to the panel below:

Expected Results:	Query data displays in the newly created spreadsheet. Note: If a different query was selected, results will vary.

Exercise 3 (continued)

Step 9	Move 0BD019A query into the 0BD010 query spreadsheet. Label the tabs then name and save Excel file.

Expected Results:	Query moved successfully.

Exercise 3 (continued)

Step 10	Insert a column in 0BD010 query at Column E and label it BD_APPROP.
Expected Results:	Column inserted correctly.

Exercise 3 (continued)

Step 11	Label Column D, "BD_ORG".
Expected Results:	Spreadsheet matches.

Exercise 3 (continued)

Step 12	In the 0BD019A query select cells F2 thru J2, then down to the end of data rows.
Expected Results:	Spreadsheet selection matches.

Exercise 3 (continued)

Step 13	Define the lookup table range. From menu bar select Insert > Name > Define. Define name as "LOOKUP". Note the "Refers to:" box shows the range. Click "OK".
Expected Results:	Spreadsheet matches.

Exercise 3 (continued)

Step 14	Write VLOOKUP formula. Key in =VLOOK(D2, in Cell E2 of 0BD010 query.
Expected Results:	Spreadsheet matches.

Exercise 3 (continued)

Step 15	Go to 0BD019A query and select the range again.
	Press, "Enter"
	Key in ,5)
	Formula in Formula Bar display should be:
	=VLOOKUP(D2,LOOKUP,5)
	Press, "Enter"
Expected Results:	Spreadsheet matches.

Exercise 3 (continued)

Step 16	0BD010 query value is displayed in Cell E2.
Expected Results:	Spreadsheet matches.

Exercise 3 (continued

Step 17	Copy formula down to all rows in Column E, and then enter. Parent Node values are displayed.
Expected Results:	Spreadsheet matches.

Step 18	To close current spreadsheet
	Select: **File➔Exit**
	If a dialog box appears asking: Do you want to save the changes?
	Click: **No**
Expected Results:	Excel closes.

Exercise completed.

D. Summary and Review

Activity	Materials	
LECTURE	GUIDE	REVIEW

Objectives Review:

1. Run queries to a listbox
2. Run queries to an Excel spreadsheet
3. Run queries to Excel and use VLOOKUP
4. Manipulate spreadsheet data

Discuss the following questions:

1. Name two ways to view query data.
2. What is the difference between a Public Query and a Developmental Query?
3. Name a formula that can be written to find the rollup for Organization codes.